

**SPECIAL MEETING
Mayor and Council
Borough of Harrington Park, New Jersey
November 19, 2020**

**NOTICE
BOROUGH OF HARRINGTON PARK
NEW JERSEY**

Pursuant to Governor Murphy's Executive Orders #107 and 108 ordering Statewide lockdowns, and P.L. 2020, c. 34 permitting public bodies to conduct meetings via electronic means during declared states of emergency, a Special meeting of the Borough of Harrington Park Mayor and Council is scheduled for **November 19, 2020 at 7:00 p.m.** will be conducted remotely from the electronic meeting platform Zoom.us. Members of the public can join the meeting and participate during public comment period by joining the meeting using the Zoom mobile application on a smartphone or tablet, joining the meeting by laptop with microphone capabilities, or dialing in using a telephone to the Zoom teleconference system. Information on how to join the meeting electronically appears below.

Members of the public may submit written comments in advance of a meeting, which will be read during the relevant public portion of the meeting. Written comments shall contain the person's name and address and may be submitted via email to the Borough Clerk (clerk@harringtonparknj.gov) or by mail addressed to: Clerk, Borough Hall, 85 Harriot Ave., Harrington Park, NJ. Emailed comments must be received at least 48 hours prior to the meeting. Mailed comments must be received by 4:00 p.m. the day before the meeting.

If any meeting includes a public hearing, all material that will be considered by the Borough Council at the public hearing shall be posted on or linked to the homepage of the Borough's website in a conspicuous location or as otherwise required by law. Written comments, as set forth above, will be accepted for such public hearings. If sworn testimony is to be taken during the public hearing, it shall be broadcast by both video and audio. Written public comments will not be considered where sworn testimony is required.

Topic: Salary Ordinance

Time: Nov 19, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/92281708401?pwd=OFh6T1JSR01QaWlRQmE1d3daQjEzQT09>

Meeting ID: 922 8170 8401

Passcode: 616941

One tap mobile

+13017158592,,92281708401#,,,,,0#,,616941# US (Washington D.C)

Dial by your location

+1 929 205 6099 US (New York)

Meeting ID: 922 8170 8401

Passcode: 616941

Find your local number: <https://zoom.us/u/aiO9Viows>

Join Zoom Meeting by Desktop Computer or Laptop:

- Click on, or copy and paste the link to the browser search
- You will be prompted to enter the Meeting ID. #92281708401, followed by the Access Code to participate 616941

Join Zoom Meeting by Smartphone or Tablet:

- Download the free Zoom mobile application in your smartphone/tablet App-Store.

Once downloaded, open the Zoom app. You will be prompted to enter the Meeting ID., followed by the Access Code to participate

A copy of the agenda and all meeting materials is available at the Borough of Harrington Park website: www.harringtonparknj.gov.

A copy of the agenda and meeting materials may also be requested by calling the Borough Clerk or submitting an e-mail request. Members of the public may contact the Borough Clerk to obtain copies of the meeting materials by calling the Borough Clerk at (201) 768-1700 during the hours of 9:00 a.m. to 4:00 p.m. during normal business days, or by e-mail: Ann Bistriz clerk@harringtonparknj.gov

All documents for matters on the agenda are electronically on file at the following website: www.harringtonparknj.gov.

Please be aware that the audio connections for all members of the public will be muted for the duration of the meeting, except for those periods when public comments are received. Members of the public may use the "raise your hand" feature on Zoom, or may e-mail the Borough Clerk during the meeting, to request to participate in public comment portions. Any member of the public will be unmuted for the purpose of making public comment, or may submit a comment by e-mail to be read by the Borough Clerk. The Borough Clerk's e-mail is: clerk@harringtonparknj.gov. The Borough may impose time limitations on the length of individual speakers.

Members of the public are advised that the video and audio of the meeting will be recorded and will be a public record subject to disclosure pursuant to the Open Public Meetings Act. The Borough reserves the right to post the recording of the meeting to its website.

Formal Action may or may not be taken.

Any other business that may come before the Council

Ann H. Bistriz RMC CMC CMR
Borough Clerk/Administrator

(PAH) Call Meeting to Order 7:02pm
Mayor's Announcement:

In compliance with Chapter 231, Public Law 1975, adequate notice of the meeting was made. It has been posted on the bulletin board in the Municipal Center and posted on the Borough website. Copies have been emailed to the BERGEN RECORD, SUBURBANITE and THE NORTHERN VALLEY PRESS. A copy has been filed with the Borough Clerk, and copies have been provided to individuals requesting the same.

(ALB) Roll Call:

	PRESENT	ABSENT
NAPOLITANO(AN)	x	
EVANELLA (GE)	x	
WALKER (DW)	x	
BROCKMAN (JB)	x	
PEDERSEN (JP)	x	
CHUNG (JC)	x	

Also Present:

Ann H. Bistriz, Borough Clerk (ALB)
Kunjesh Trivedi, CFO Tax Collector (KJT)

(PAH) Consent Agenda-Resolutions-

All matters listed under this section are considered to be routine by the Borough Council and will be enacted by one motion as listed below. There will not be separate discussion of these items. Should discussion be desired, that item will be removed from the Consent Agenda and will be considered separately under New or Old Business on the Agenda.

Consent Approval:

(JP) Resolution to Cancel Taxes-Addendum A 2020-134

(JB) Sustainable Jersey Grant Application Submission-Addendum B 2020-135

(JP) Payment of Claims-Addendum C 2020-136

Motion GE

Second JP

Discussion-None

Roll Call Vote AIF

Committee Reports:

(AN) Month of October-HPVAC

18 calls, 5 assists, 8 mutual aid.

PAH inquired if the Borough is covered since the rig is getting repaired. AN noted that there is full coverage either through the Borough or with mutual aid.

DW clarified that the reason there may be no coverage by the HPVAC is due to the equipment being repaired, not due to illness.

GE, JB, JP and JC were not reporting at this time.

DW will have her report next month, but did note that the DPW was back in full force, then has one man sent home today for primary exposure to COVID-19.

(JC) Protocol for COVID 19 Response-Addendum D Resolution 2020-137

JC explained the response protocol that was circulated Council and the BOH. The BOH and the County Board of Health gave us the green light to move ahead with a protocol that endorses the CDC guidelines and promotes safety for our employees. This is advisory, not mandatory. The recommendations are in place to work with employees and encourage wellness in the workplace. Hopefully, the same will apply to our volunteers.

Motion JC

Second AN

PAH thanked JC for her dedication and time to get this protocol right.

Vote AIF

(JP) Second Reading Salary Ordinance 2020 #749 Addendum E

Motion JP

Second JC

Discussion-KJT noted diminimus change to Plumbing Inspector Salary. It should be changed to \$12,240.

(PAH) Meeting open to the Public for Discussion of Ordinance #749

Motion JP

**Second GE
Vote AIF**

**(PAH) Meeting Closed to the Public
Motion GE
Second JB
Vote AIF**

Adoption vote for Ordinance #749 -AIF

+++++

**(PAH) Meeting open to the Public - General
Motion GE
Second JP
Vote AIF**

**(PAH) Meeting Closed to the Public
Motion JP
Second GE
Vote AIF**

GE asked DW to reach out to the DPW to clear up the parking spaces on Semmens. The parking spaces sometimes get overlooked and are filled with debris, sticks and leaves.

PAH added that the DPW has toured the town 7 times thus far for leaves. They are currently starting their 8th tour. PAH will be notifying the public to urge them to rake their leaves to the curb as soon as possible.

DW inquired why Police who are on special duty on the road work on Brook Street not wearing masks. JB added that sometimes the officers are from other towns and their directive may be different than Harrington Park's. GE will clarify with the Chief for a more specific response.

No Closed Session

**(PAH) Meeting Adjourned Time: 7:18pm
Motion GE
Second JP**

Addendum A
Resolution to cancel the taxes
2020-134

Whereas, Block 711 lot 20 (223 Lynn street) was subdivided to block 711 20.02 (217 Lynn street) and 711 20.03 (223 Lynn street).

Whereas, through an oversight- block 711 lot 20 remained on tax list of 2019 and it should have been removed;

Whereas it is necessary for the property Taxes for Block 711 lot 20 be canceled for year 2019 3rd and 4th quarter for the tax year 2019

Whereas, the tax collector is requesting the billed 3rd and 4th quarter of 2019 be canceled in the amount of \$4773.93 and property to be removed from 2020 Tax list

Now, Therefore, Be it resolved by the council of the Borough of Harrington Park that Tax collector shall cancel the 2nd half of 2019 tax for block 711 lot 20

Addendum B
Resolution
Sustainable Jersey Grant Application Submission
2020-135

Whereas, permission has been granted by the Mayor and Council of the Borough of Harrington Park to permit the Environmental Commission under the guidance of Mr. Peter Ardito, Chair to submit a grant application to Sustainable Jersey for funding of Solar Panels for municipal buildings for the Borough of Harrington Park.

Be it Further Resolved, no municipal funds have been granted to match any grants that may be awarded through Sustainable Jersey.

Addendum C
Resolution
Payment of Claims
2020-136

WHEREAS, claims have been submitted to the Borough of Harrington Park in the following amounts under various funds of the town:

Current Appropriations (2019)	\$
Current Appropriations (2020)	\$ 810,705.28
General Capital Fund	\$ 500.00
Animal Trust	\$ 6,724.00
Miscellaneous Trust	\$ 82.54
Affordable Housing Trust	\$ 1,863.74
Open Space Trust Fund	\$
Grants	\$ 16,957.20
Escrow	\$
Total	\$ 836,832.76

WHEREAS, above claims have been listed and summarized in the attached Bills List Report, and the corresponding vouchers have been reviewed and approved by the department head,

Borough Council, and the chief financial officer; and

WHEREAS, the Chief Financial Officer has determined that the funds have been properly appropriated for such purposes and are available in the Borough of Harrington Park and that the claims specified on the schedule attached hereto, following examination and approval by the Council and Chief Financial Officer and Department Head be paid and checks issued accordingly; and

WHEREAS, claims have already been paid in the following amounts for the purpose specified below:

Payroll- Salaries/Wages	\$ 126,823.19
Payroll- Salaries/Wages	\$ 140,033.65
Payroll- Salaries/Wages	\$ 147,517.12
Payroll-Salaries/Wages	\$
Local School- March 2020	\$ 2,123,310.00
Regional School –	\$ 569,327.80
Capital Fund/Health Benefits	\$
Debt Services Principle (bond)	\$
Debt Services Interest	\$
Debt Service Loan/Interest (NJEIT)	\$

TOTAL \$ 3,107,011.76

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Harrington Park that the claims totaling **\$3,943,844.52** be approved and ratified respectively.

**Addendum D
Resolution
COVID-19 Response
2020-137**

Whereas, Governor Murphy has signed Executive Orders #107 and subsequent orders addressing the health and welfare of citizens of New Jersey during the COVID-19 Pandemic; and

Whereas, it is essential the Mayor and Council of the Borough of Harrington Park have a response plan in place if an employee is exposed to this virus; and

Whereas, the Mayor and Council, in conjunction with the Harrington Park Board of Health has created standards of exposure response and procedure, keeping the best interest of the Departments and individual employees; and

Whereas, guidelines and recommendations are changing on a regular basis, and

Whereas, that the Mayor and Council recognizes that each Department may experience different circumstances and shall be addressed accordingly.

Be it Resolved, the Borough of Harrington Park will continually refer back to the guidelines brought forth from the Bergen County Department of Health, the CDC, and the Harrington Park Board of Health.

Now, Therefore Be it Further Resolved, that the Mayor and Council of the Borough of Harrington Park shall follow the COVID-19 Response Plan as noted below.

What to do if you were potentially exposed to someone with confirmed coronavirus disease (COVID-19)

If you think you have been exposed to someone with COVID-19, follow the steps below to monitor your health and to avoid spreading the disease to others. The nature of this list is only advisory. It is not, nor should it be considered, a Borough directive or standard.

What's close contact?

You generally need to be in close contact with a person with COVID-19 to get infected. Close contact includes:

- Living in the same household as a person with COVID-19
- Caring for a person with COVID-19
- Being within 6 feet of a person with COVID-19 for more than 15 minutes (cumulatively) in 24 hours
- Being in direct contact with secretions from a person with COVID-19 (e.g., being coughed on, kissing, sharing utensils).
- Being in close contact (as described above) in the 48 hours before a person with COVID-19 developed symptoms

What do you do after the exposure? - Stay home and monitor your health

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-24x36-en.pdf>)
- If possible, stay away from others, especially people who are at high risk for getting very sick from COVID-19
- Even if you test negative for COVID-19 or feel healthy, stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus

What about secondary/indirect contact?

If you have not been in close contact with a person who you know had COVID-19, you are at low, but not zero risk for infection. Cases of COVID-19 do occur due to community spread from people you may not know have COVID-19, which is why hand hygiene, wearing a face mask or cloth covering, and social distancing are important prevention measures.

What do you do?

- According to the CDC and the Bergen County Department of Health services, if you have been exposed to a person with COVID-19 **but not in close contact**, you can continue to work but you should monitor your health for 14 days and, if you become ill, you should stay away from others and contact your health care provider.
- However, every department and circumstance may be different. Therefore, if you work in an enclosed and confined space, discuss the option of working remotely for 5 days with your supervisor if needed and you may return after a negative COVID-19 test.

What about the essential critical infrastructure workers like the police and the DPW workers?

- CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

(<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-infrastructure-sectors.html>)

- Each department supervisor, if needed, may develop protocols that would align with the recommendations from the CDC and the Bergen County Department of Health Services.

Please visit <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html> to learn more about COVID-19.

Addendum E

Salary Ordinance 2020			
Ordinance #			
Description	Full Time or Part Time	Manner of Payment	Salary 2020
Borough Clerk, Registrar of Vital Statistics, Assmt. Search Officer	F	C	\$ 65,425.49
Administrator	F	C	\$ 11,605.41
News Letter Editor			\$ 15.61
Affordable Housing Liaison		C	500-1500
Primary Affordable Housing Liaison			\$ 1,000.00
Secondary Affordable housing Liaison			\$ 1,000.00
Assessor	P	C	\$ 16,736.16
Qualified Purchasing Agent		C	\$ 4,183.04
			-
Chief Financial Officer/Tax Collector/Tax Search Officer/	F	C	\$ 108,619.43
			-
Clerk/Secretary:			-
Accounts Clerk (CFO assistant)	P	D	15-25
Non Flexible and Assigned (CFO assistant)			15-25
Environmental Commission	P	E	\$ 776.65
Planning Board / Board of Adjustment	P	D	\$ 15.61
Construction:			
Construction Code Official	P	C	\$ 7,848.28
Construction Enforcement Official	P	C	\$ 6,790.10
Electrical Sub-Code Official	P	C	\$ 8,487.62
Building Inspector	P	C	\$ 5,542.15
Building Sub-Code Officer	P	C	\$ 9,852.61
Fire Protection Sub-Code Officer	P	C	\$ 8,074.65
Plumbing Sub-Code Official	P	C	\$ 9,187.00
Plumbing- New Regulation Sub Code Official			\$ 815.81
Technical Assistant/Clerk Construction Code officer	P	A	\$ 25,031.27
Technical Assistant/Fire Prevention		C	\$ 223.09
Zoning Officer	P	C	\$ 3,018.57
Fire Prevention Official/ Fire Marshall	P	C	\$ 5,547.46
RCCO Inspector		C	\$ 3,569.52
Magistrate	P	C	\$ 15,000.00
Magistrate Fee Special Ct. Session	P	F	\$ 100.00

Office of Emergency Manager	P	E	\$ 2,000.00
Payroll Clerk	F	C	\$ 23,165.30
Police Chief	F	C	\$ 195000-201000
			-
Prosecutor	P	G	\$ 8,000.00
Alternate Prosecutor	P	G	\$ 3,060.00
Public Defender	P	F	\$ 102.00
Sanitarian	P	C	\$ 12,484.80
*School Guards (Hired prior to 9/2009)	P	D	\$ 44.74
* School Guards (Hired after 9/2009)	P	D	\$ 34.33
Hired after 9/2009 with 5 year consecutive service			\$ 39.33
School Guards - Special Assign	P	D	-
Secretary:			-
Board of Health	P	D	\$ 15.61
Recreation Commission	P	D	\$ 15.61
Tax Assessor	P	D	\$ 15.61
Sub-Registrar	P	D	\$ 543.87
Temporary & Part-Time D.P.W. & Recycling	P	D	15-25/hr.
Temporary Office Assistant	P	I	15-25/hr.
Town Nurse	P	D	\$ 28.29
Public Works Department:			-
DPW Superintendent	F	C	105000-145000
Waste Water Operator	F	C	\$ 1,500.00
DPW Recycling			\$ 15.61
DPW Foreman	F	C	\$ 4,500.00
Deputy Foreman			\$ 2,500.00
Allegro Project Technical Assistant			0-600
Allegro Project Construction Code Official			50/hr.
Allegro Project Inspectors			30/hr.
Recreation Director			0-3000
<u>Manner of Payment (Explanatory references to the above)</u>			
A - Annual Salaries - paid quarterly during first pay period of March, June, Sept. and Dec.			
B - Per meeting - vouchered			
C - Annual salaries - paid on a bi-weekly basis			
D - Hourly basis - paid bi-weekly on a submitted voucher			

E - Annual Salary - paid once a year			
F - Per session - vouchered			
G - Paid quarterly - vouchered			
H - Annual Salary - paid monthly			
I - Hourly basis- on submitted voucher - paid monthly			
All full time non contractual and Non-Flexible and Assigned Borough hall employees are given prescription glass allowance of \$400.00/Year			
VACATION PAY: Full-time Borough employees are entitled to paid vacations as follows:			
Six Months- 1Year Employment	1 Week		
2-5 Years	2 Weeks		
6-10 years	3 Weeks		
11-15 Years	4 Weeks		
16 & Over	5 Weeks		
OVERTIME: There is no provision for overtime in this Ordinance.			
EFFECTIVE DATE:			
This Ordinance shall take effect immediately after passage and publication as provided by law and shall be retroactive to January 1, 2019.			
LONGEVITY: All full-time employees will be paid the following percentages of their base pay			
as shown: (Includes DPW Superintendent)			
5 years continuous full-time Borough employment 1-1/2%			
8 years continuous full-time Borough employment 3%			
Above increment to be included in equal installments in regular pay periods.			
**Any full-time Borough Hall employee hired before December 31, 1997, is eligible for longevity.			
LONGEVITY: All full-time DPW & Police Department employees will be paid the following			
percentages of their base pay as shown: (Excludes DPW Superintendent)			
5 years continuous full-time DPW/Police Dept. employment 1-1/2%			

8 years continuous full-time DPW/Police Dept. employment 3%			
11 years continuous full-time DPW/Police Dept. employment 4%			
14 years continuous full-time DPW/Police Dept. employment 5%			
18 years continuous full-time DPW/Police Dept. employment 6%			
23 years continuous full-time DPW/Police Dept. employment 7%			
**Any DPW/ Police employee hired BEFORE January 1, 1995, is eligible for longevity.			
Non Flexible and Assigned Employee:	25 scheduled hours. With 5 paid vacation days & 8 paid sick days. 1year of continues employment with Finance Department with scheduled hours of work. Have prescription glasses reimbursement for \$400.00		
Flexible and Assigned Employee:	No scheduled hours per day and per week		